

**[ADVERSE ACTION LETTER SAMPLE]
YOUR COMPANY NAME/LETTERHEAD**

DATE

SAMPLE APPLICANT
ADDRESS
CITY, ST, ZIP

Dear Sample Applicant:

We regret to inform you that we have found it necessary to reject your application for employment. The action may have been influenced by information received from a consumer reporting agency.

The report was prepared by DriverReach, 78250 Haverstick Road, Suite 200, Indianapolis, Indiana 46240. Their telephone number is 800-791-0461. DriverReach did not make the adverse decision and cannot provide the reason for the decision.

You may obtain a free copy of the report within 60 days of the receipt of this notice. You have the right to contact the agency which furnished the report and dispute the accuracy or completeness of the report and the agency will investigate your dispute.

Sincerely,

Company Department
Company Name

Enclosures:

Consumer Report
“A Summary of Your Rights under FCRA”